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ANNUAL REPORT

1983

LEGISLATURE
LIBRARY
EDMONTON
ALBERTA

ALBERTA

LEGISLATURE LIBRARY
216 LEGISLATURE LIBRARY
T5K 2B6
427-2473

31 January, 1984

TO THE HONOURABLE THE SPEAKER OF THE LEGISLATIVE ASSEMBLY

I have the honour to submit the Legislature Library's annual report for the calendar year ending 31 December, 1983.

Respectfully submitted

D.B. McDougall

D.B. McDougall
Legislature Librarian

LEGISLATURE LIBRARY
ANNUAL REPORT
1983

Compiled by D.B. McDougall
Legislature Librarian

Prepared for The Honourable Gerard J. Amerongen, Q.C.
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

31 January, 1984
Legislature Library
216 Legislature Building
Edmonton, Alberta
T5K 2B6

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HISTORICAL NOTE

The Legislature Library was officially established in 1906 shortly after the Province of Alberta was formed. In the beginning, it was called the Provincial Library and was housed in the Empire Block, Edmonton. The first Provincial Librarian was Senator W.A. Buchanan of Lethbridge.

Following the completion of the first Terrace Building in 1907, the library was located at that site. Finally, the library was moved to the present Legislature Building in 1911 prior to the official opening of the building in 1912.

During the early years, the Provincial Library served as a parliamentary library, a general reference library for the entire provincial government and the Provincial Archives. Following the establishment of a separate Archives Branch in 1963, the development of many new separate department libraries during the late 1960's and early 1970's and the completion of a special study of the library in 1973, the formal reorganization of the facility as a parliamentary library began.

In 1974, the name of the library was changed to Legislature Library and the development of new service programs and operating policies continued. However, because of the current economic recession, this progress has slowed since 1982.

CONTENTS

A. PURPOSE OF THE LIBRARY 1

B. ORGANIZATION AND STAFFING 1

C. INFORMATION AND REFERENCE SERVICES SECTION
1. Collection Development and Review 2
2. Biographical Register of the Alberta Legislature 7
3. Assistance to the Legislative Interns 7
4. Providing for Alberta's Involvement in the Micromedia Microlog Service 7
5. Routine Publications 7
6. Special Publications 8

D. COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION
1. Consulting Services Provided to Provincial Government Agencies Concerning the Development of Special Library Operations 8
2. Status of the Alberta Government Libraries' Union Catalogue 9
3. Status of the Union List of Serials in Alberta Government Libraries 9
4. Alberta Government Libraries' Interlibrary Loan Service 10
5. Routine Publications 11
6. Special Publications 11

E. LEGISLATIVE RESEARCH SERVICES SECTION 11

F. MICROFILMING THE LEGISLATURE LIBRARY'S COLLECTION OF PROVINCIAL WEEKLY NEWSPAPERS 12

G. RECORDS MANAGEMENT 12

H. PREMISES 13

I. LIBRARY INVOLVEMENT IN RELATED STUDIES AND SURVEYS 13

J. LOCAL, PROVINCIAL, NATIONAL AND INTERNATIONAL REPRESENTATION IN RELATED ASSOCIATIONS AND ORGANIZATIONS 13

K. PUBLIC RELATIONS 14

L. INSTRUCTIONAL SERVICES PROVIDED BY THE LEGISLATURE LIBRARY 15

M. PARTICIPATION IN THE ALBERTA GOVERNMENT LIBRARIES' COUNCIL 16

N. THE LEGISLATURE LIBRARY AND ALBERTA LIBRARY SERVICE STUDIES 16

O. STAFF DEVELOPMENT 16

P. STATISTICS - 1983 18

Q. PROGRAM DEVELOPMENT 19

R. BUDGET 20

S. FUTURE OBJECTIVES 20

T. ACKNOWLEDGEMENTS 21

A. PURPOSE OF THE LIBRARY

The Legislature Library serves two basic purposes:

1. It provides parliamentary library services for the Province of Alberta. These services are provided by the library's Information and Reference Services Section and its Legislative Research Services Section.
2. It provides technical counsel concerning the development of provincial government special library operations and coordinates some of the cooperative programs which have been established among provincial government libraries. These functions are the responsibility of the library's Cooperative Government Library Services Section.

It should be noted that the Legislature Library has no line authority over Alberta provincial government libraries. These libraries are administered and financed as separate entities. It should also be noted that the Legislature Library is not a law library nor does it coordinate municipal (i.e. public) library services in Alberta. These are common misconceptions. Other provincial government organizations are responsible for these functions.

The official membership of the Legislature Library consists of all Members of the Legislative Assembly and the Lieutenant-Governor. In the interest of economy and the most efficient use of the Province's resources, the Legislature Library's facilities are available for use by the provincial civil service and private citizens. However, it should be noted that the needs of Members of the Legislative Assembly and the Lieutenant-Governor take precedence in any situation where conflicting demands arise concerning library service.

The Legislature Librarian is responsible for the general direction of the Legislature Library. He/she reports directly to the Clerk of the Legislative Assembly. The Legislature Library lies within the jurisdiction of the Speaker of the Legislative Assembly.

B. ORGANIZATION AND STAFFING

All members of the library staff are classed according to the related sections of the system provided by the Alberta Personnel Administration Office. Their position descriptions (Form PAO 81 (A&B)) are reviewed during each performance appraisal.

During 1983, the Legislature Library's staff establishment was reduced by one wage position. As well, the library's three Research Officer I positions were reclassified to Research Officer II (1 January, 1983) and the position title "Clerk-Typist I-II", Cooperative Government Library Services Section was changed to "Clerk-Typist" (26 September, 1983).

On December 31, 1983, the organization of the library staff was as outlined on the following pages. On the same date, the following persons were members of the permanent staff:

D.B. McDougall, Legislature Librarian
J.E. McDonough, Director of Legislative Research Services
L.R. Buhr, Head of Information and Reference Services
K.L. Powell, Coordinator of Cooperative Government Library Services
I.C. Langhammer, Documents Librarian
D.J. Byron, Research Officer
C.L. Gall, Research Officer
A.I. McKay, Research Officer
N.H. DeJager, Technical Services Librarian
S.S. Kujansuu, Serials Librarian
E.V. Cardy, Senior Library Technician
B.A. Sears, Senior Documents Technician
I.A. Broersen, Documents Technician
G. Gosen, Interlibrary Loan Technician
L. LaBrie, Interlibrary Loan Technician
L.J. Shurko, Serials Technician

L.J. Stein, Technical Services Assistant
G.A. Boyer, Senior Secretary
Z. Moloo, Accounts Clerk
J.M. Dieno, Microforms Clerk
A.S. Duering, Secretary
T.A. Shah, Serials Clerk
N.L. Tulk, Documents Clerk
C. Yung, Clerk Typist

During 1983, the following persons worked on a part-time basis at the Legislature Library:

A.S. Cruz, Books and Serials Page
M.F. Day, Acting Interlibrary Loan Technician
S.D. Low-On, Documents Page

In 1974, a decision was made to implement the provincial government's management by objectives program at the Legislature Library. The library uses Form PAO 702 for providing a record of these objectives and the related results. Form PAO 701 is used for the evaluation of all other members of the staff. All performance appraisals conducted at the Legislature Library are seen and signed by the staff member concerned and are discussed by each employee and his/her supervisory staff.

The "Flexible Hours" system is in effect at the Legislature Library. This system ensures that more employees are on duty during peak hours of library service and allows staff more freedom in the choice of working hours provided, of course, they meet the basic requirement stated in their respective working agreements.

C. INFORMATION AND REFERENCE SERVICES SECTION

The Information and Reference Services Section is responsible for providing the following services:

- information and referral to sources of information
- an extensive collection of Canadian federal and provincial government statutes and reports
- a complete collection of all recent Alberta sessional papers and filings
- general reference books, indexes and journals
- monthly lists of new books and reports acquired by the library
- lists of journal articles concerning public issues and the activities of governments
- an extensive collection of Alberta daily and weekly newspapers and a cross-section of national titles
- files of newspaper clippings concerning public issues and the activities of governments
- online (computer) information service
- interlibrary loans
- photocopy, microform reader/printer and electronic calculating equipment

1. Collection Development and Review

The Information and Reference Services Section is responsible for the development and maintenance of the Legislature Library's collection of resource material. The library's policy in this regard is recorded in a written plan. During 1983, I.C. Langhammer, Documents Librarian, completed a policy statement concerning the acquisition of Commonwealth and other types of international documents. Although subject to biennial review, the Legislature Library's collection policy is now complete. As well, during the month of March, 1983, the Legislature Library was granted full depository status by the Province of Ontario.

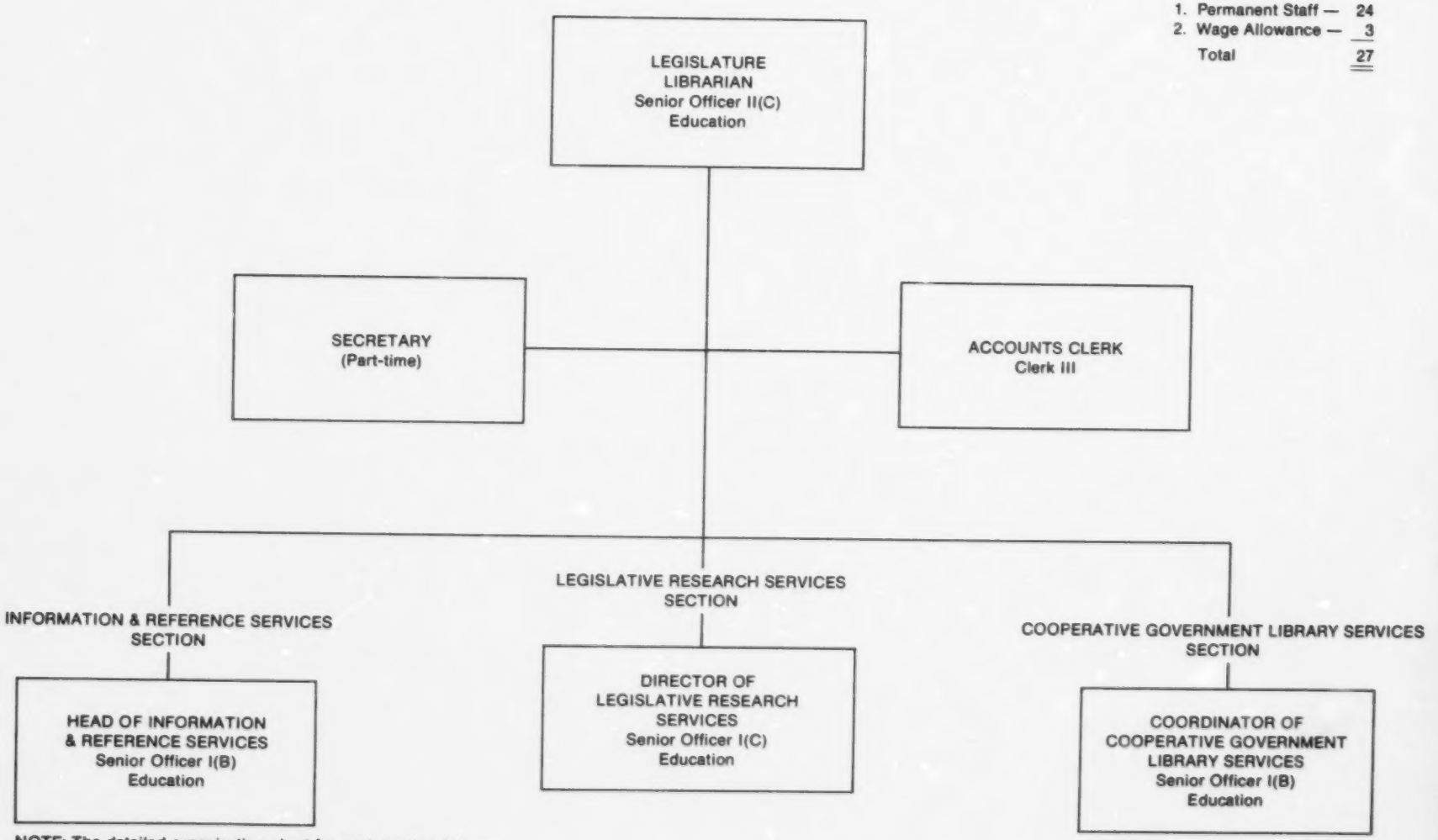
The Legislature Library's book collection is classified according to the Library of Congress system and is catalogued using the Anglo-American Cataloguing Rules 2. Its large collection of government publications is organized and indexed using the automated CODOC system and its serials collection can be accessed through the library's card catalogue and computer printouts.

LEGISLATURE LIBRARY - ORGANIZATION CHART - 1983

ESTABLISHMENT:

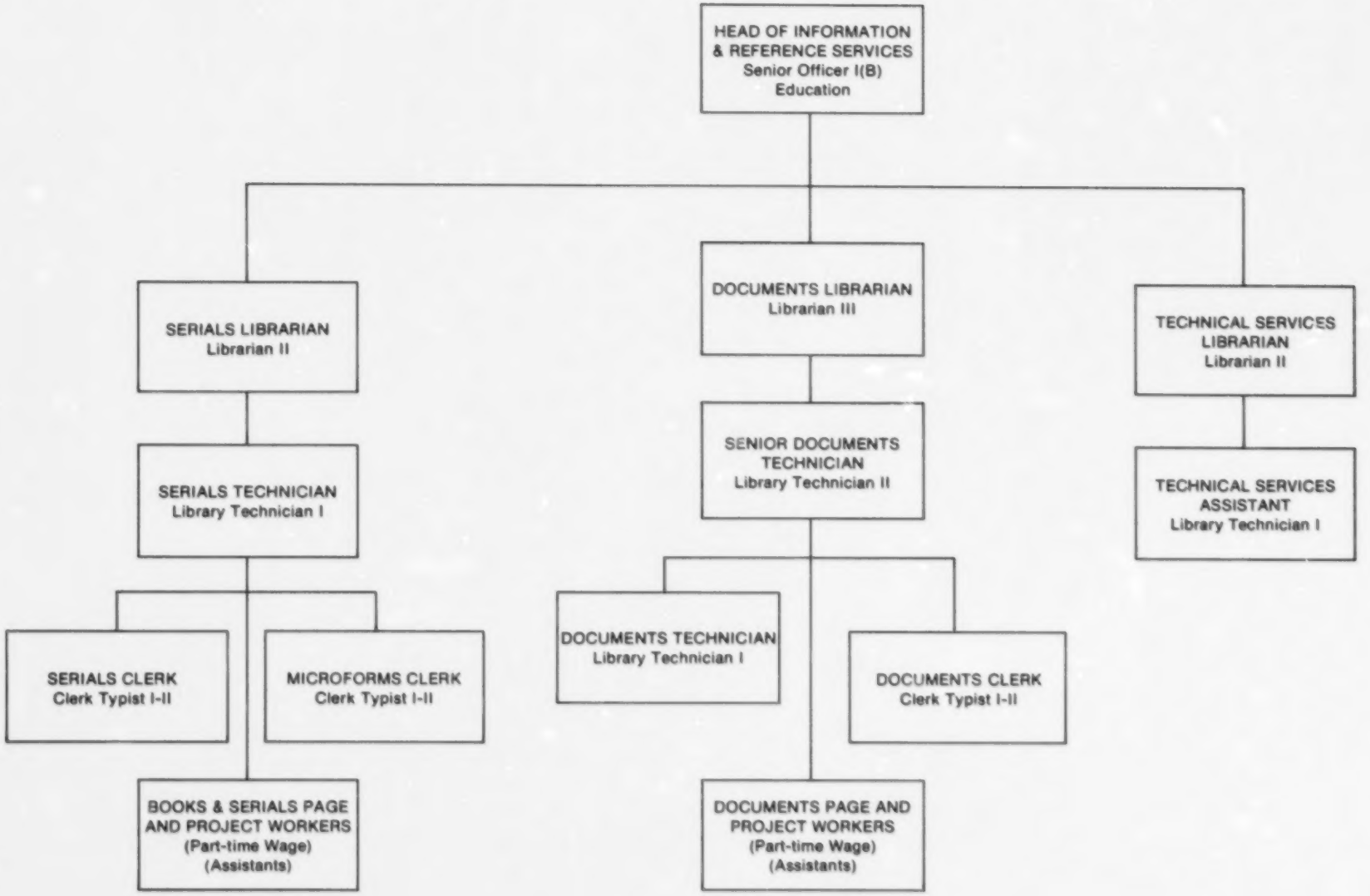
1. Permanent Staff — 24
2. Wage Allowance — 3

Total 27

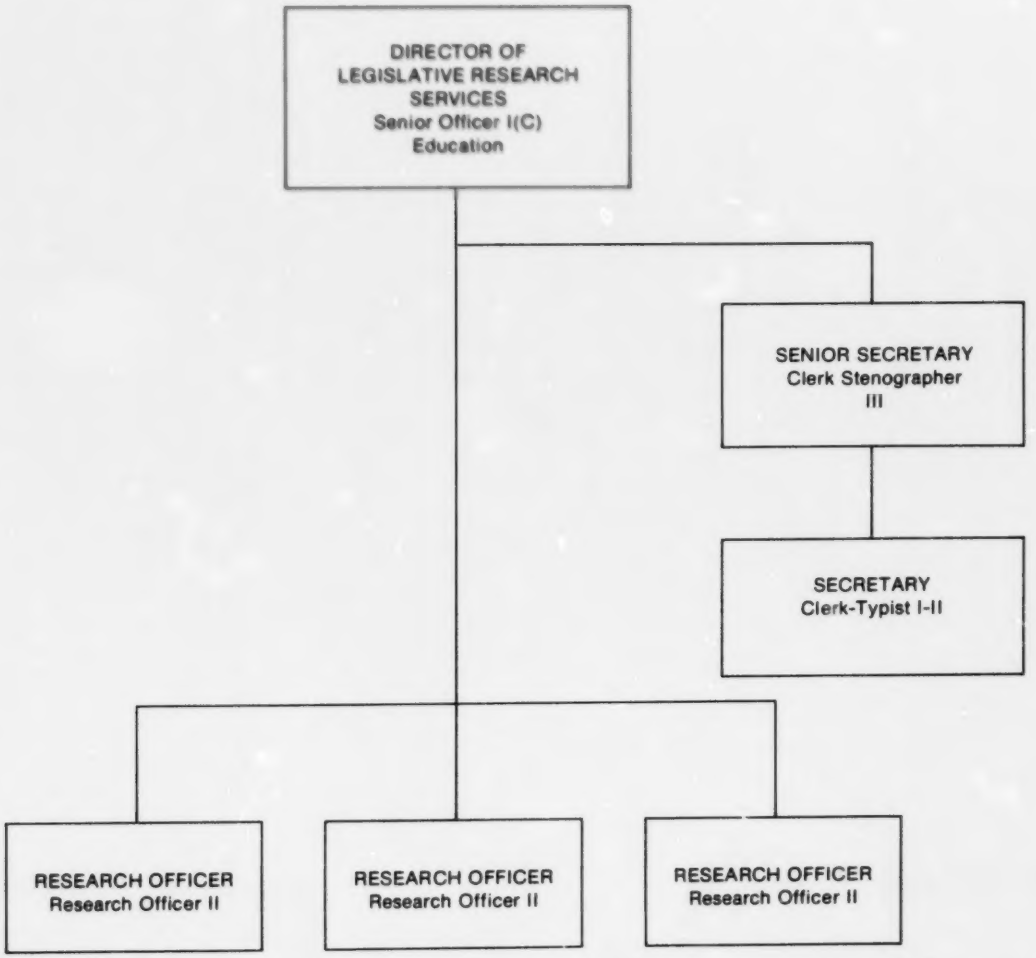


NOTE: The detailed organization chart for each section follows.

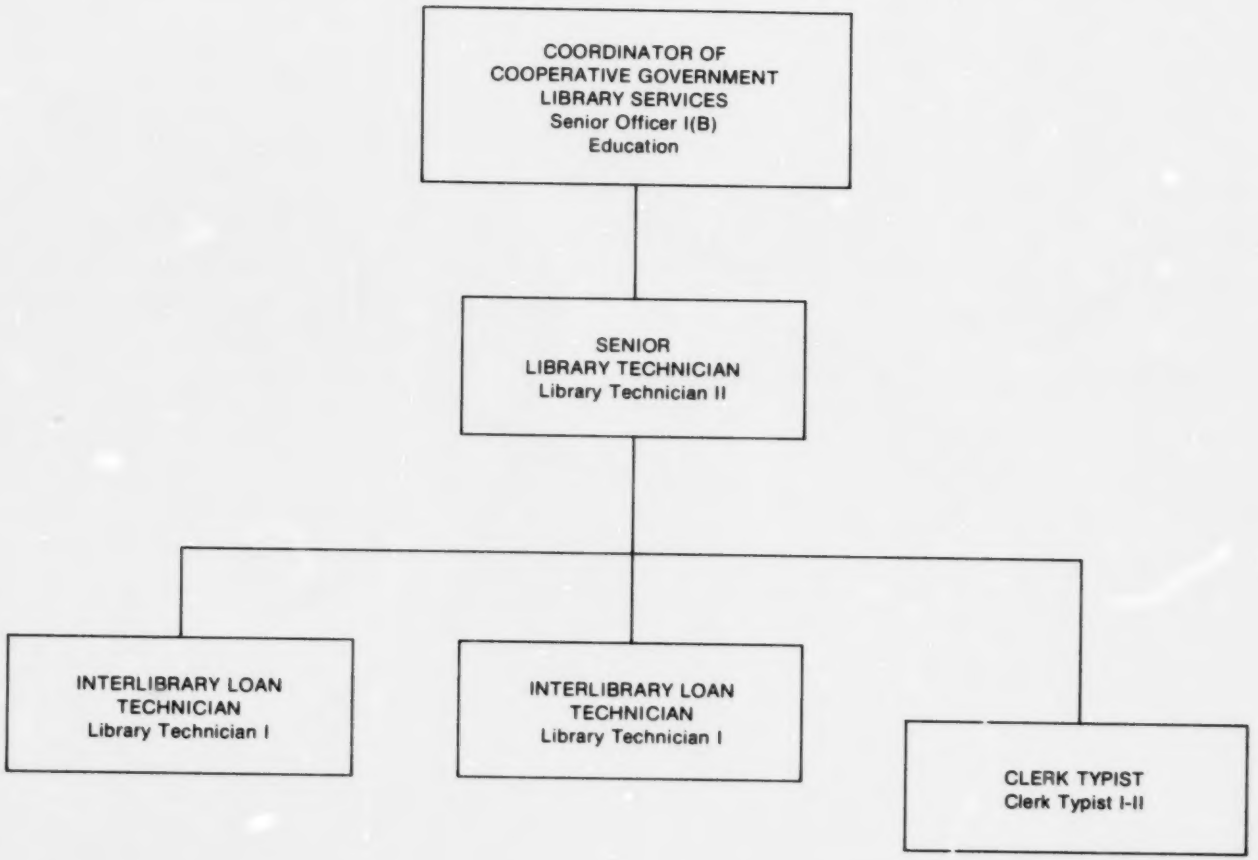
LEGISLATURE LIBRARY - INFORMATION & REFERENCE SERVICES SECTION - 1983



LEGISLATURE LIBRARY - LEGISLATIVE RESEARCH SERVICES SECTION - 1983



LEGISLATURE LIBRARY - COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION - 1983



During 1983, 1,907 new book titles and 26,452 government publications were added to the Legislature Library's collection. During the same period, approximately 50 book titles, 100 government publications and 531 volumes of serial titles which were duplicate to and/or no longer appropriate to the collection of the Legislature Library were made available to other library organizations directly or through the National Library's Book Exchange Centre, Ottawa. As well, during 1983, the library's archival collection of Calgary and Lethbridge daily newspapers was turned over to the Glenbow Library and the University of Lethbridge Archives respectively.

2. Biographical Register of the Alberta Legislature

Each year, members of the library's Information and Reference Services Section receive a large number of inquiries concerning persons who are presently, or who were at sometime, associated with the Alberta Legislature. Sometimes this information is relatively easy to locate. At other times, it is more difficult. The problems encountered by the staff when responding to this type of request has prompted them to prepare a biographical register of the Alberta Legislature. Similar registers are maintained by other parliamentary libraries.

In brief, the register contains significant biographical data concerning Alberta's Lieutenant-Governors, Members of the Legislative Assembly and Assembly officials such as the Clerk, Sergeant-at-Arms, etc. As well, it lists the names of members of provincial cabinets and articles have been prepared concerning how the Province was named, the Legislature Building, the Mace, provincial emblems and other related subjects.

From May to August, 1975, J. Harvey, a political science student from the University of Alberta was employed to begin the project. During the summers of 1976-1981, this work was continued by H. Judge, P. Stolee, A. Hodgson, H. Long, B. Pashak and A. Dost. By the end of 1981, work on the first fifteen legislatures (1906-1967) had been completed. Since 1982, members of the library's permanent staff have continued to research this project, and it has now been determined that the register will be an ongoing endeavor.

The register is now contained in thirty loose-leaf binders and is in constant use for reference purposes. As a precaution against loss or theft, the work which has been completed to date has been xeroxed. During the spring of 1981, D.B. McDougall, Legislature Librarian, developed a publishing design for the register and final editorial work is proceeding on the volume for the First Legislature with a view to publishing it at some appropriate future date.

3. Assistance to the Legislative Interns

Since the beginning of the Alberta Legislative Intern Program in 1974, members of the library staff have been assisting the interns with many of their assignments. Following an initial orientation session concerning library services with each new group of interns during September, the library secures borrowing cards for the interns from the University of Alberta and absorbs all related photocopy expense. A happy working relationship continues to exist between the Legislative interns and members of the library staff. On a number of occasions, the interns have expressed their appreciation for the assistance that they have received from the Legislature Library while performing their various duties.

4. Providing for Alberta's Involvement in the Micromedia Microlog Service

During 1974, the Province of Alberta joined the other major Canadian provinces contributing copies of significant government publications to the Microlog information service. Subscribers to this service receive microfiche copies of the publications contributed by the various political jurisdictions as well as a printed index to this material. During 1983, the Legislature Library continued to perform the clearinghouse function for Alberta government material. B.A. Sears, the library's Senior Documents Technician, carries out this responsibility.

5. Routine Publications

(a) *New Books in the Library*

Twelve issues of *New Books in the Library* were printed during 1983. This publication is distributed to Members of the Legislative Assembly and some related types of library organizations and civil servants. As at 31 December, 1983, this publication was being prepared by L.R. Buhr, Head of Information and Reference Services, I.C. Langhammer, Documents

Librarian, N.H. DeJager, Technical Services Librarian and L.J. Stein, Technical Services Assistant.

(b) *Selected Periodical Articles List*

The publication of the *Selected Periodical Articles List* was also continued during 1983. This list cites articles concerning public issues and the activities of governments which should be of interest to Members of the Legislative Assembly, their support staff and the Legislative Interns. Eleven issues of this publication were prepared during 1983. As at 31 December, 1983, it was being prepared by S.S. Kujansuu, Serials Librarian, and T.A. Shah, Serials Clerk.

6. Special Publications

In 1977, C.E. Backhaus, former Head of Reference Services, began cooperating with K.L. Powell, Coordinator of Cooperative Government Library Services, in the compilation of a reference guide entitled "Legislative, Departmental and Interdepartmental Committees of the Province of Alberta, 1905-1977". On 31 March, 1981, C.E. Backhaus resigned from the staff of the Legislature Library and work on her part of the project, the legislative committees, ceased. This research has now been continued by L.R. Buhr, Head of Information and Reference Services. Since the work concerning departmental and interdepartmental committees was completed during 1982, it was published separately under the title of *"Reference Guide to Alberta Government Committees, 1905-1980."* Copies of this publication can be purchased by sending a prepayment of $10.00, made payable to the Provincial Treasurer, Province of Alberta, to Publications and Statutes, Queen's Printer, 11510 Kingsway Avenue, Edmonton, Alberta, T5K 2G6. The material gathered concerning legislative committees will be considered for publication when that particular part of the project has been completed.

D. COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION

The Cooperative Government Library Services Section of the Legislature Library is responsible for providing technical counsel concerning the development of provincial government special library operations and coordinates some of the cooperative programs which have been established among provincial government libraries. A list of these programs follows.

- Alberta Government Libraries' Union Catalogue. This catalogue is an index to the collections of a cross-section of provincial government libraries.
- Union List of Serials in Alberta Government Libraries. This list indicates the location of a large number of news magazines and research journals which are subscribed to by a cross-section of provincial government libraries.
- Alberta Government Libraries' Interlibrary Loan Service. This service facilitates interlibrary loan service between provincial government libraries and the University of Alberta Library.
- *Directory of Alberta Government Libraries.*
- *Alberta Government Libraries' Newsletter.*
- Cooperative acquisition and use of expensive indexing guides and catalogue card duplicating equipment.

As noted previously in this report, the Legislature Library has no line authority over provincial government libraries. These libraries are administered and financed by the parent agency or department.

1. Consulting Services Provided to Provincial Government Agencies Concerning the Development of Special Library Operations

During 1983, the Cooperative Government Library Services Section continued to provide technical counsel to department libraries and provincial government officials concerning the development of special library operations. The majority of questions received were related to acquisition and cataloguing procedures, sources of library supplies and equipment and the details of provincial regulations which apply to special libraries. As well, however, the section Coordinator also counselled Alberta Disaster Services concerning a proposed review of their library services and Alberta Personnel Administration Office library staff concerning the

automation of library functions. In addition to this, the section responded to many queries related to employment opportunities in Alberta government libraries.

2. Status of the Alberta Government Libraries' Union Catalogue

The Cooperative Government Library Services Section is responsible for maintaining the Alberta Government Libraries' Union Catalogue. This catalogue provides author/main entry and title access to the collections of a cross-section of provincial government libraries. The purpose of the catalogue is to provide for the more efficient use of library resources in the Province of Alberta. The following government libraries are contributors:

- Alcoholism and Drug Abuse
- Attorney General Law Libraries
- Consumer and Corporate Affairs
- Culture
- Economic Development
- Education
- Energy and Natural Resources
- Environmental Council of Alberta
- Federal and Intergovernmental Affairs
- Government Services - Information Services Division
- Historical Resources Library, Provincial Archives of Alberta, Culture
- Hospitals and Medical Care
- Housing and Public Works
- Labour
- Legislature Library
- Municipal Affairs
- Ombudsman
- Personnel Administration Office
- Recreation and Parks
- Social Services and Community Health
- Solicitor General
- Tourism and Small Business
- Transportation
- Treasury, including Bureau of Statistics and Corporate Tax
- Workers' Health, Safety and Compensation

In order to improve the efficiency of the union catalogue and provide for its future expansion, the Cooperative Government Library Services Section automated it during 1980 using the SPIRES system through the University of Alberta. The first COM (computer-output-microfiche) version of the catalogue was issued during November, 1981. The new automated list, which includes all material published after 1979, is available to other libraries through the Cooperative Government Libraries Services Section. It is updated three times per year and contains 18,371 titles. The older card catalogue, which is now closed, contains 126,580 titles.

3. Status of the Union List of Serials in Alberta Government Libraries

The Cooperative Government Library Services Section is also responsible for the maintenance of the Union List of Serials in Alberta Government Libraries. It provides a comprehensive list of news magazines and research journals which are located in a cross-section of government libraries. It is an automated title entry catalogue and its purpose is to provide for the more efficient use of library resources within the Province of Alberta. Related policy is established by the Union List of Serials Committee, Alberta Government Libraries' Council. During 1983, S.S. Kujansuu, the Legislature Library's Serials Librarian, served as Chairperson of this committee.

As at 31 December, 1983, the union list contained 7,314 title entries and the following libraries were contributors:

- Agriculture
- Alcoholism and Drug Abuse Commission, Calgary
- Consumer and Corporate Affairs
- Culture

- Economic Development
- Education
- Energy and Natural Resources
- Energy Resources Conservation Board, Calgary
- Environment
- Environment Research Centre, Vegreville
- Federal and Intergovernmental Affairs
- Historical Resources, Culture
- Hospitals and Medical Care
- Housing and Public Works
- Labour
- Legislature Library
- Municipal Affairs
- Personnel Administration
- Public Works, Supply and Services, College Plaza Library
- Public Works, Supply and Services, Departmental Library
- Recreation and Parks
- Social Services and Community Health
- Solicitor General
- Transportation
- Treasury including Bureau of Statistics
- Tourism and Small Business
- Workers' Health, Safety and Compensation

During 1983, seven individual training sessions were held to instruct new participants and new coders from present contributors and during 1984, the serials collections of the Attorney General Law Libraries will be added to the list.

Following joint studies during the period 1981-1982, the Cooperative Government Library Services Section and the Computing Services Division, Alberta Government Services, determined that the Union List of Serials in Alberta Government Libraries would be more efficient if it were produced using the SPIRES system through the University of Alberta. During the same period of time, K.L. Powell, Coordinator of Cooperative Government Library Services, was serving as a member of the Joint ACCL/AGLC (Alberta Council of College Librarians/Alberta Government Libraries' Council) Union List of Serials Committee which studied the feasibility of amalgamating their respective union lists using the SPIRES system through the University of Alberta. In December, 1982, it was determined that a joint list would be produced during the spring of 1983. This objective was met in June, 1983. The new joint list contains 9,059 unique titles. Microfiche copies can be obtained by sending a cheque or money order for $10.00, made payable to the "Provincial Treasurer, Province of Alberta", to the Cooperative Government Library Services Section, Legislature Library, Main Floor, 10808 - 99 Avenue, Edmonton, Alberta, T5K 0G2.

During 1983, the Cooperative Government Library Services Section also continued its efforts to locate and record the ISSN (International Standard Serial Number) numbers of the titles listed in the Union List of Serials in Government Libraries. To date, it has verified 5,627 out of a total of 6,787 of these numbers. This data will be useful for future automation projects.

4. Alberta Government Libraries' Interlibrary Loan Service

The Alberta Government Libraries' Interlibrary Loan Service was established during August, 1979, to facilitate interlibrary loan service between Alberta government libraries and the University of Alberta Library. The Cooperative Government Library Services Section of the Legislature Library absorbs all of the administrative costs of this program. User libraries are charged for the cost of related labour. During 1983, 7,819 requests for interlibrary loan service were processed.

During 1983, a study concerning the most commonly used journal title sources of government interlibrary loan requests was completed. The results of this study were circulated to participants to promote more efficient cooperative collection building among government libraries.

5. Routine Publications

(a) *Alberta Government Libraries' Newsletter*

During 1983, the Cooperative Government Library Services Section continued to publish the *Alberta Government Libraries' Newsletter*. The purpose of this newsletter is to keep government library staff informed concerning new developments in the field of information science, significant upcoming events, staff appointments and opportunities for employment. The newsletter is distributed to Alberta government libraries free of charge and is available to other organizations at the rate of $8.00 per year. Eleven issues of the newsletter were published during 1983.

(b) *Directory of Alberta Government Libraries*

The Cooperative Government Library Services Section has been publishing the *Directory of Alberta Government Libraries* since 1973. It is an essential aid to local service, particularly when securing library material through interlibrary loan. During 1983, two editions were published. Copies can be purchased by organizations other than government libraries for $6.00 per copy.

6. Special Publications

In 1977, K.L. Powell, Coordinator of Cooperative Government Library Services, began cooperating with C.E. Backhaus, former Head of Reference Services, in the compilation of a reference guide to be entitled "Legislative, Departmental and Interdepartmental Committees of the Province of Alberta, 1905-1977". On 31 March, 1981, C.E. Backhaus resigned from the staff of the Legislature Library and, consequently, work on her part of the project ceased. However, the Cooperative Government Library Services Section continued to work on their part of this guide and by the end of 1982, they had completed their list of departmental and interdepartmental committees, as well as the related indexing, up to and including 1980. Consequently, a decision was made to proceed by publishing their part separately. This publication, entitled *Reference Guide to Alberta Government Committees, 1905-1980,* can be purchased by sending a prepayment of $10.00, made payable to the "Provincial Treasurer, Province of Alberta", to Publications and Statutes, Queen's Printer, 11510 Kingsway Avenue, Edmonton, Alberta, T5K 2G6.

As well, the Cooperative Government Library Services Section has begun a revision of its 1977 publication *A History of Name Changes of Alberta Government Departments and Agencies, 1905-1973.* At this time, it is estimated that this project will be completed sometime during 1985. At that time, a decision will be made whether to publish the related material or not.

E. LEGISLATIVE RESEARCH SERVICES SECTION

Many parliamentary libraries in the Commonwealth have either been studying the possibility of, or have already established research units. This trend has become quite common in the United States as well. Research units differ from information and reference units in that the related staff are generally subject specialists and not professional librarians. Research units provide indepth information services rather than the shorter responses to inquiries and the more general type of directional assistance given by information and reference units. As well as serving individual parliamentarians, research units also assist legislative committees with their information requirements. At the present time, only two other provinces in Canada, Ontario and Quebec, provide research services.

During 1978, Alberta's Legislature Librarian completed his research concerning this subject and submitted a report to the Speaker of the Legislative Assembly and the Special Select Committee on Members' Services proposing the establishment of a nine person research section at the Legislature Library during the period 1980-1986. The implementation period was subsequently reduced to 1980-1984. He then requested the funds required to employ the first four staff members for the section in the library's 1981/82 estimates. This request was approved and, following an extended delay in the classification of these positions, the Legislature Library began staffing the unit. As at 31 December, 1982, the permanent staff establishment of the section

consisted of six persons: a Director, three Research Officers and two Secretaries. The subject areas which are presently provided for are economics, law, political science and public administration.

Because of the existing economic conditions, requests for an additional Research Officer have been denied during the review of the library's 1983/84 and 1984/85 estimates. However, during the latter part of 1983, the section did acquire local word processing facilities.

F. MICROFILMING THE LEGISLATURE LIBRARY'S COLLECTION OF PROVINCIAL WEEKLY NEWSPAPERS

Since it was officially established in 1906, the Legislature Library has been acquiring and maintaining a collection of the majority of Alberta newspapers. The object of this policy has been to help Members of the Legislative Assembly keep informed concerning developments in their constituencies while they are away from home when the Legislature is sitting. The collection now consists of 522 titles of which 117 are current and has become an invaluable source of information concerning local history. However, over the years, the acid content of the newspapers has resulted in the decay and gradual disintegration of the earlier issues of many titles. A considerable amount of concern has been expressed about the existing condition of the collection and it has been determined that the newspapers should be preserved by microfilming.

Following the failure of the Provincial Archives to undertake this project, the Legislature Librarian developed a proposal for funding the microfilming during the fall of 1976. He recommended tht $15,000.00 per year be provided for eleven years and included this plan in the library's estimates for 1977/78. This plan was approved, and since that time, an additional $15,000.00 per year and one permanent staff Microforms Clerk have been added to the program. It should be noted that it has now been determined that this will be an ongoing project.

Because they are used more for research purposes, newspaper titles published in regional centres are being microfilmed first unless representatives from a particular community or the publisher of a local paper come forward and offer to assist the Legislature Library by supplying issues which are missing from its collection. In this case, the community concerned is placed on a separate short list.

The main problems presently being encountered during the course of this project are the delays being experienced in receiving the issues which are missing from the Legislature Library's collection from cooperating organizations and the length of time it takes to complete microfilming each community's newspapers. Because of its relatively slow progress, the Legislature Librarian, Provincial Archivist and Director of Library Services, Alberta Culture, are investigating alternate approaches to this program.

As at 31 December, 1983, the newspaper titles for the communities of Edson, Grande Prairie, Banff, Barrhead, Leduc, Peace River, Blairmore, Tofield, Youngstown, Pincher Creek, Irma, Acme, Stony Plain, Cardston, some previously unfilmed Calgary, Medicine Hat, Lethbridge and Strathcona titles, Fort Macleod, Hanna, Stettler, Athabasca, Fairview, Alliance, Airdrie, Sedgewick, Consort and Monitor have been completed as well as the following other language newspapers: *Le Progres, Le Progres Albertain, Alberta Herold* and *L'Etoile de St. Albert*. Coleman, Viking, Vegreville, Grimshaw, St. Paul and Taber are scheduled for microfilming during 1984.

G. RECORDS MANAGEMENT

During September, 1983, an improved system was implemented for recording fixed assets purchased by the Legislature Library. As well, during the same month, a review of the library's administrative records for 1981 was completed and these records were placed in temporary local storage.

H. PREMISES

During the later part of December, 1983, the library's storage area which was formerly located at the 109th Street Building was relocated at the Legislature Annex (former Agriculture Building). As well, plans have been developed to relocate the library's Cooperative Government Library and Legislative Research Services Sections at the same location during 1984. These actions should result in more efficient library service and substantial cost savings to the Alberta government.

During 1983, the upgrading of shelving in library storage areas continued.

As a consequence of a break-in at the Legislature Building during 1982, the library's security systems were reviewed and a number of measures recommended for implementation to improve the existing situation in this regard.

In 1983, the following members of the library staff cooperated in provisions for local security and safety: D.B. McDougall, Legislature Librarian, and E.V. Cardy, Senior Library Technician, served as fire wardens and B.A. Sears, Senior Documents Technician, as a first aid attendant.

I. LIBRARY INVOLVEMENT IN RELATED STUDIES AND SURVEYS

As well as responding to many less significant requests for directory type information on a routine basis, the Legislature Library also participated in the following more extended studies during 1983:

- Advanced Technology Libraries Library Budget Survey
- American Association of Law Libraries' International Placement Survey
- Canadian Association of Special Libraries and Information Services (Edmonton Chapter) Survey of Interlibrary Loan Policies and Photocopy Services
- National Library of Canada's Program Evaluation Survey
- Survey of Interlibrary Loan Policies and Photocopy Services in Alberta Government Libraries

The Legislature Library's participation in these studies will have the long-term effect of improving local library service.

J. LOCAL, PROVINCIAL, NATIONAL AND INTERNATIONAL REPRESENTATION IN RELATED ASSOCIATIONS AND ORGANIZATIONS

As at 31 December, 1983, the Legislature Library was either a corporate or institutional member of the following related associations and organizations:

- Alberta Association of Library Technicians
- Alberta Government Libraries' Council
- Association for Canadian Studies
- Association of Parliamentary Librarians in Canada
- Biographical Society of Canada
- Canada West Foundation
- Canadian Association for Information Science
- Canadian Association of Law Libraries
- Canadian Historical Association
- Canadian Library Association
- Canadian Study of Parliament Group
- Canadian Tax Foundation
- Commonwealth Library Association
- Edmonton Library Association
- C.D. Howe Research Institute

- The Heraldry Society of Canada
- Heritage Canada
- Historical Society of Alberta
- Indexing and Abstracting Society of Canada
- Institute of Public Administration in Canada
- International Federation of Library Associations
- Legislative Reference Section, Social Science Division, Special Library Association
- Library Association of Alberta
- Pacific Northwest Library Association
- Western Canada Chapter, American Society for Information Science

As well, the following members of the library's permanent staff served in the capacities noted during 1983:

- L.R. Buhr, Head of Information and Reference Services - Government Documents Committee, Library Association of Alberta
- E.V. Cardy, Senior Library Technician - Union List of Serials Committee, Alberta Government Libraries' Council
- S.S. Kujansuu, Serials Librarian - Chairperson, Union List of Serials Committee, Alberta Government Libraries' Council
- I.C. Langhammer, Documents Librarian - Government Documents and Intellectual Freedom Committees, Library Association of Alberta and Coordinating Group for Access to Information, Canadian Library Association
- D.B. McDougall, Legislature Librarian - Member, Alberta Library Network Assembly, and Member, Curriculum Committee, Self-Study for Acceditation, Faculty of Library Science, University of Alberta
- K.L. Powell, Coordinator of Cooperative Government Library Services - Ad Hoc Committee on Library Automation, Standards and Specifications Committee and Union List Committee, Alberta Government Libraries' Council; Alberta Council of College Librarians/Alberta Government Libraries' Council Joint Union List Task Force and Member, Alberta Library Network Assembly.
- L.J. Shurko, Serials Technician - Newsletter Committee, Alberta Association of Library Technicians
- L.J. Stein - Newsletter Committee, Alberta Association of Library Technicians

The Legislature Library's representation and participation in the activities of these organizations represents the Province of Alberta's concern for, and interest in, related research and library development. As well, participating staff members gain knowledge and skills which assist them in the conduct of their duties at the library.

K. PUBLIC RELATIONS

When appropriate, the Legislature Library cooperates with the Legislative Assembly, government officials and other organizations and individuals by permitting the use of its facilities for other purposes.

On 10 March, 1983, the library was used for a reception following the official opening of the First Session of the 20th Legislature and during the month of September, I.C. Langhammer, Documents Librarian, counselled the Calgary Health Services Dental Clinic and the Edmonton Multicultural Society concerning library services at her own expense.

Approximately 14,911 tourists visited the Legislature Library during 1983 as well as a number of delegations from other parts of Canada and the world. During the same period of time, the library counselled many persons who were seeking employment in Alberta libraries.

L. INSTRUCTIONAL SERVICES PROVIDED BY THE LEGISLATURE LIBRARY

During the month of January, L.R. Buhr, Head of Information and Reference Services, gave library orientation to two members of the Government Members Research Branch and I.C. Langhammer, Documents Librarian, and B.A. Sears, Senior Documents Technician, gave library orientation to two students from Grant MacEwan College.

In February, L.R. Buhr, Head of Information and Reference Services, gave a presentation concerning official publications at the Edmonton Law Librarians Association's workshop entitled "Canadian Charter of Rights and Freedoms." During the same month, he gave library orientation to two officials from the Canada Service Bureau.

During March, K.L. Powell, Coordinator of Cooperative Government Library Services, gave a presentation to students of the Faculty of Library Science, University of Alberta, concerning her section's services and L.R. Buhr, Head of Information and Reference Services, and L.J. Shurko, Serials Technician, gave library orientation to students from the Grant MacEwan Community College Library Technology program.

In April, I.C. Langhammer, Documents Librarian, gave library orientation to a member of the press.

During May, the Legislature Library provided the practicum for a student from the Faculty of Library Science, University of Alberta; E.V. Cardy, Senior Library Technician, provided serials coding instruction to representatives of the Alberta Council of College Librarians and K.L. Powell, Coordinator of Cooperative Government Library Services, counselled a member of the staff of the Faculty of Library Science, University of Alberta, and a Summer Temporary Employment Program employee concerning the development of union lists.

In June, N.H. De Jager, Technical Services Librarian, discussed cataloguing resources with representatives of the Alberta Environment and Alberta Municipal Affairs Libraries; I.C. Langhammer, Documents Librarian, gave library orientation to a student from the Faculty of Library Science, University of Alberta, and a staff member of the Government Publications Section, University of Alberta.

During July, L.R. Buhr, Head of Information and Reference Services, counselled a representative of the Manitoba Legislative Library concerning local policies and procedures and J.E. McDonough, Director of Legislative Research Services, counselled the same person concerning the development of legislative research units.

In August, E.V. Cardy, Senior Library Technician, provided representatives of the Alberta Solicitor General's Staff College Library with instruction concerning bibliographic searching and catalogue reproduction.

During September, the Legislature Library provided orientation for the 1983/84 class of legislative interns, staff members of several other provincial government libraries and two members of the Government Members Research Branch.

In October, L.R. Buhr, Head of Information and Reference Services, gave instruction to the "Secondary Data Sources" class from Grant MacEwan College and I.C. Langhammer, Documents Librarian, counselled a representative of IPSCO concerning the possible application of CODOC to their library collection and gave a presentation to students from the Faculty of Library Science, University of Alberta, concerning the CODOC system.

During November, I.C. Langhammer, Documents Librarian, gave a presentation concerning the CODOC system and automated bibliographic services to second year library technology students at Grant MacEwan College and I.C. Langhammer and L.J. Stein, Technical Services Assistant, instructed first year students from the same institution concerning CODOC and the Legislature Library.

And in December, L.R. Buhr, Head of Information and Reference Services, gave library orientation to a member of the research staff of the Official Opposition.

M. PARTICIPATION IN THE ALBERTA GOVERNMENT LIBRARIES' COUNCIL

During 1974, the Alberta Government Libraries' Council was organized to improve library service through better communication and cooperation. Most of the Council's work is accomplished through committees. Similar organizations exist within the Canadian federal government and the provinces of British Columbia, Nova Scotia, Ontario and Saskatchewan.

During 1983, E.V. Cardy, Senior Library Technician, and K.L. Powell, Coordinator of Cooperative Government Library Services, served on the Council's Union List of Serials Committee. S.S. Kujansuu, Serials Librarian, chaired this committee and in the interest of good communication between the Legislature Library and the council, K.L. Powell serves as an ex-officio member of the council executive.

N. THE LEGISLATIVE LIBRARY AND ALBERTA LIBRARY SERVICE STUDIES

Since 1974, Alberta Culture, the Library Association of Alberta and other organizations have conducted a number of studies concerning provincial library service. The Legislature Library has contributed to many of these. At the present time, D.B. McDougall, Legislature Librarian, and K.L. Powell, Coordinator of Cooperative Government Library Services, are serving as members of the Alberta Library Network Assembly. This Assembly is studying means of improving library service in Alberta through resource sharing. During 1984, the Legislature Library will continue to participate in these types of endeavors.

O. STAFF DEVELOPMENT

During the month of January, L.J. Stein, Technical Services Assistant, and I.A. Broersen, Documents Technician, attended a cataloguing refresher course sponsored by the Alberta Association of Library Technicians; D.B. McDougall, Legislature Librarian, K.L. Powell, Coordinator of Cooperative Government Library Services, L.R. Buhr, Head of Information and Reference Services, and I.C. Langhammer, Documents Librarian, attended various lectures given by Dr. F.W. Lancaster, University of Illinois, sponsored by the Faculty of Library Science, University of Alberta; J.E. McDonough, Director of Legislative Research Services, attended an Institute of Public Administration of Canada sponsored lecture entitled "Industrial Diversification or Specialization"; A.I. McKay, Research Officer, attended a conference concerning regenerative agriculture and C.L. Gall, Research Officer, attended the mid-winter meeting of the Canadian Bar Association.

In February, K.L. Powell, Coordinator of Cooperative Government Library Services, attended the University of Alberta Computing Services training course "MTS and Editor Fundamentals"; J.E. McDonough, Director of Legislative Research Services, travelled to Ontario to study that province's legislative research services; C.L. Gall, Research Officer, attended a Legal Society of Alberta seminar entitled "Driving Offences"; I.A. Broersen, Documents Technician, attended the Personal Administration Office course entitled "Effective Writing"; N.H. De Jager, Technical Services Librarian, attended the same organization's course "Managing the Decision-Making Process" and S.S. Kajansuu, Serials Librarian, attended their "Time Management" course. During the same month, I.C. Langhammer, Documents Librarian, attended a workshop entitled "Microcomputers in Libraries" at the University of Alberta and L.R. Buhr, Head of Information and Reference Services, N.H. De Jager and L.J. Shurko, Serials Technician, attended the Edmonton Law Librarians Association workshop entitled "Canadian Charter of Rights and Freedoms".

During March, K.L. Powell, Coordinator of Cooperative Government Services, attended the University of Alberta Computing Services training courses "AJ 510", "MTS Overview" and "Introduction to SPIRES". As well, she attended a lecture entitled "Interlibrary Loans and the British Library" given by Maurice Line, British Library. During the same month, L. LaBrie, Interlibrary Loan Technician, attended the University of Alberta Computing Services training courses "Introduction to Computing" and "MTS and Editor Fundamentals" and I.C. Langhammer,

Documents Librarian, attended a lecture at the Faculty of Library Science, University of Alberta, in which Inger Hansen, Federal Privacy Commissioner, participated.

In April, E.V. Cardy , Senior Library Technician, attended the University of Alberta Computing Services training course "Advanced SPIRES"; D.B. McDougall, Legislature Librarian, K.L. Powell, Coordinator of Cooperative Government Library Services, and C. Yung, Clerk Typist, attended an Alberta Public Affairs Bureau workshop entitled "Two-Way Communication"; D.J. Byron, Research Officer, attended the Canadian Institute of Resources Law conference "Public Disposition of Natural Resources"; N.H. De Jager, Technical Services Librarian, S.S. Kujansuu, Serials Librarian, B.A. Sears, Senior Documents Librarian, and L.J. Shurko, Serials Technician, attended an Infoglobe refresher course and D.B. McDougall, I.A. Broersen, L.J. Shurko and L.J. Stein, Technical Services Assistant, attended the annual conference of the Library Association of Alberta.

During May, B.A. Sears, Senior Documents Technician, E.V. Cardy, Senior Library Technician, I.A. Broersen, Documents Technician and G. Gosen and L. LaBrie, Interlibrary Loan Technicians, attended the annual conference of the Association of Library Technicians in Alberta and K.L. Powell, Coordinator of Cooperative Government Library Services, attended a workshop entitled "Effective Writing for Managers" at Grant MacEwan Community College.

In June, D.B. McDougall, Legislature Librarian, and S.S. Kujansuu, Serials Librarian, attended the annual conference of the Canadian Library Association. At the same conference, the Association of Parliamentary Librarians held an interim meeting at the Manitoba Legislative Building. During the same month, I.A. Broersen, Documents Technician, attended the Personnel Administration Office course "Public Speaking"; I.C. Langhammer, Documents Librarian, attended the annual conference of the American Library Association and B.A. Sears, Senior Documents Technician, took a first aid refresher course.

During August, J.E. McDonough, Director of Legislative Research Services, attended the annual meeting of the Institute of Public Administration of Canada; C.L. Gall, Research Officer, attended the annual meeting of the Canadian Bar Association and L.R. Buhr, Head of Information and Reference Services, attended a business exposition.

In September, D.B. McDougall, Legislature Librarian, K.L. Powell, Coordinator of Cooperative Government Services, and L.R. Buhr, Head of Information and Reference Services, attended the lecture "Managing the Modern Library With Technology" sponsored by the Faculty of Library Science, University of Alberta; A.S. Duering, Secretary, attended the Personnel Administration Office workshop "Step Two: Now You Have the Job"; L.R. Buhr and I.C. Langhammer, Documents Librarian, attended the same office's course "Management Development"; N.L. Tulk, Documents Clerk, attended the same agency's course "Interpersonal Communication" and L.J. Shurko, Serials Technician, and L.J. Thunderspirit, Technical Services Assistant, attended their course "Career Development for Women".

During October, D.B. McDougall, Legislature Librarian, attended a demonstration of memory writing equipment; G.A. Boyer, Senior Secretary, attended the Alberta Personnel Administration Office course entitled "Women Entering a Supervisory Role"; N.H. De Jager, Technical Services Librarian, and I.A. Broersen, Documents Technician, attended a QL Systems workshop at the University of Alberta and L.R. Buhr, Head of Information and Reference Services, attended a workshop concerning reference services sponsored by the Edmonton Library Association and the Library Services Division, Alberta Culture.

In November, K.L. Powell, Coordinator of Cooperative Government Library Services, attended a records management seminar sponsored by the Alberta Government Libraries' Council; J.E. McDonough, Director of Legislative Research Services, and D.J. Byron, Research Officer, attended an office automation exhibition; J.E. McDonough, D.J. Byron and C.L. Gall, Research Officer, attended seminars concerning microcomputers; J.E. McDonough, G.A. Boyer, Senior Secretary, and A.V. Duering, Secretary, commenced word processing equipment training; N.H. De Jager, Technical Services Librarian, and L.J. Stein, Technical Services Assistant, took introductory training concerning the UTLAS data base for cataloguing information and attended the Alberta Government Libraries' Council's records management seminar and L.R. Buhr, Head of Information and Reference Services, attended a DIALOG search strategy seminar.

During December, D.B. McDougall, Legislature Librarian, L.R. Buhr, Head of Information and Reference Services, and K.L. Powell, Coordinator of Cooperative Government Library Services, attended a presentation concerning the Envoy 100 and Envoy Post communication systems; J.E. McDonough, Director of Legislative Research Services, G.A. Boyer, Senior Secretary, and A.V. Duering, Secretary, completed basic training for word processing equipment and D.J. Byron, Research Officer, attended the Alberta Personnel Administration Office course "Management Development".

And finally, during 1983, D.B. McDougall, Legislature Librarian, upon completing the course "Marketing for Libraries" and a major project at the Faculty of Library Science, University of Alberta, was granted a Master of Library Science degree.

P. STATISTICS - 1983

It is important that library organizations maintain statistical records concerning the size of their collection and levels of production and service. Although some caution must be exercised when interpreting this type of information, it is essential for evaluation and planning purposes.

1. INFORMATION AND REFERENCE SERVICES SECTION

(a)	Size of Complete Collection (by conventional count)	149,726
(b)	Number of Serial (i.e. news magazine and research journals) Titles Received and Retained	490
(c)	Number of Newspaper Titles Received	144
(d)	Number of Books Received	1,907
(e)	Number of Government Publications Received	26,452
	Source: Canadian Federal Government - 32%	
	Alberta - 31%	
	Other Canadian Provinces - 25%	
	Other Jurisdictions - 12%	
(f)	Number of Pamphlets Received	59
(g)	Number of Items Indexed by Conventional Cataloguing	1,581
(h)	Number of Government Publications Now Indexed Using the CODOC Automated System	37,611
(i)	Number of Issues of *New Books in the Library* Published	12
(j)	Number of Issues of the *List of Selected Periodical Articles* Published	11
(k)	Number of Bulletin Board Displays Prepared	24
(l)	Circulation (Items borrowed for use outside library premises)	8,826
(m)	Number of Requests for "Quick" Information Service (Take Less than 15 Minutes to Service)	8,213
(n)	Number of Requests for Extended Reference Services	577
(o)	Number of Photocopies Produced for Reference Services	77,126
(p)	Number of Requests for Interlibrary Loans Serviced by the Information and Reference Services Section	332

2. COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION

(a)	Size of the Alberta Government Libraries' Union Catalogue	144,951
(b)	Number of Libraries Contributing to the Alberta Government Libraries' Union Catalogue	25
(c)	Size of the Union List of Serials in Alberta Government Libraries	7,314
(d)	Number of Libraries Contributing to the Union List of Serials in Alberta Government Libraries	27
(e)	Number of Requests Serviced by the Alberta Government Interlibrary Loan Service	7,819
(f)	Number of Issues of the *Alberta Government Libraries' Newsletter* Published	11

(g) Number of Issues of the *Directory of Alberta Government Libraries* Published 2

3. LEGISLATIVE RESEARCH SERVICES SECTION

(a) Oral Consultations

By Telephone	44
In Person	
- With a Member of the Legislative Assembly	7
- With a Staff Person	45
Total	96

(b) Written Communications

Project Type A (Inquiry)	21
Project Type B (Short-term)	46
Project Type C (Medium-term)	40
Project Type D (Long-term)	7
Total	114
Distribution of Released Papers (i.e. This figure includes papers prepared for parliamentary conferences, duplicate papers requested by the original recipient and papers released for distribution.)	47
Distribution of Background Papers	41
Total	88

During 1983, the Legislature Library experienced the following changes in its volumes of services:

- Circulation (i.e. material borrowed for use outside the library)	+13%
- Quick Information and Reference Service	+22%
- Extended Information and Reference Service	—6%
- Oral Consultations, Legislative Research Services	+167%
- Written Communications, Legislative Research Services	+225%

From this data, it can be seen that activity increased in all areas noted except extended information and reference service. The reason for the continuing decline in this area of service is that more of this type of inquiry is being processed by the Legislative Research Services Section. They specialize in responding to more lengthy questions.

Q. PROGRAM DEVELOPMENT

At the close of 1983, the Legislature Library's most pressing problems were the need for increased staff in the Legislative Research Services Section and the automation of the library's book catalogue. It would also be very desirable if the rate at which the library's collection of Alberta weekly newspapers are being microfilmed could be increased.

In terms of new programs, the library has been investigating the feasibility of establishing a local videotext (i.e. Telidon) terminal as well as videotape facilities. However, reports received from other library organizations that have conducted videotext trail projects are not encouraging. Apparently, as a result of their experience, they have concluded that videotext has limited utility in a library setting and have, or are in the process of dropping this service. This has led the Legislature Library to postpone its plans in this regard.

However, local videotape facilities in parliamentary libraries for viewing tapes of relevant current affairs programs have been much more successful. Consequently, this service appears to be more promising and will likely be considered for implementation as funding permits.

R. BUDGET

The Legislature Library's Budget for the 1983/84 fiscal year (i.e. 1 April, 1983 to 31 March, 1984) is $1,064,730. As at 31 December, 1983, the library's budget for the 1984/85 fiscal year was estimated at $1,074,413. This represents an overall increase of 0% and, consequently, is a "no growth" budget.

Details concerning the Legislature Library's estimates for the 1983/84 and 1984/85 fiscal years follow:

ACCOUNT	1983/84	1984/85
Staff		
Salaries	$631,656	$643,076
Wages	41,923	30,439
Employer Contributions	66,783	76,230
Allowances and Supplementary Benefits	12,018	12,018
Totals	$752,380	$761,763
Supplies and Services		
Travel and Relocation	18,700	19,900
Freight and Postage	2,500	5,000
Rental of Assets	21,900	30,000
Telephones and Communications	2,000	1,200
Repair and Maintenance - Equipment	3,500	3,500
Professional, Technical and Labour Services	25,000	20,000
Data Processing Services	44,250	47,250
Hospitality	300	300
Office Supplies	30,000	33,000
Books	44,800	43,000
Periodicals and Newspapers	35,000	30,000
Microfilm	50,000	56,500
Totals	$277,950	$289,650
Purchases of Fixed Assets		
Purchase of Library Equipment	34,400	23,000
TOTALS	$1,064,730	$1,074,413

It should be noted that the library's expenditures are audited annually by representatives of the Auditor General's office.

S. FUTURE OBJECTIVES

1. Short Term Objectives

Project	Deadline
Complete the Legislature Library's Annual Report for 1983	31 January, 1984
Complete Planning Related to Summer Projects	28 February, 1984
Complete Local Conference Attendance and Wage Plan for the 1984/85 Fiscal Year	31 March, 1984
Commence a Formal Disposition of Library Administrative Records for the Period 1977-78	1 May, 1984
Commence Summer Projects	1 May, 1984
Commence Equipment Orders for 1984/85	30 June, 1984
Complete the Legislature Library's Estimates for the 1985/86 Fiscal Year	31 July, 1984

Complete Revision of Library Publications	30 September, 1984
Complete Revision of Library Operating Policies	31 October, 1984
Make Final Decision Concerning the Publication of the Reference Guide to Alberta Legislative Committees	30 November, 1984
Complete Microfilming Six More Alberta Weekly Newspapers from the Legislature Library's Collection	31 December, 1984

2. Long Term Objectives

Complete the Establishment of the Legislative Research Services Section	31 December, 1986

T. ACKNOWLEDGEMENTS

All members of the library staff would like to express their appreciation to the following individuals and organizations who have made contributions toward the library's ongoing service program and planned development during 1983.

The Honourable Gerard J. Amerongen, Q.C., Speaker of the Legislative Assembly of Alberta

The Special Select Standing Committee on Members' Services
Dr. W.A. Buck, M.L.A., Clover Bar
Mrs. S.A. Cripps, M.L.A., Drayton Valley
Mrs. S.B. Embury, M.L.A., Calgary Northwest
Mr. A.W. Hyland, M.L.A., Cypress
Mr. K.R. Kowalski, M.L.A., Barrhead
Mr. R. Martin, M.L.A., Edmonton Norwood
Mr. N.I. Pengelly, M.L.A., Innisfail
Mr. W.F. Purdy, M.L.A., Stony Plain
Dr. I.C. Reid, M.L.A., Edson

C. Blaney, Director of Administration, Legislative Assembly of Alberta

W. Kreibom and Staff, Alberta Public Works, Supply and Services

P. Freeman and Staff, University of Alberta

V. Richards and Staff, Edmonton Public Library

E. Spicer and Staff, Library of Parliament